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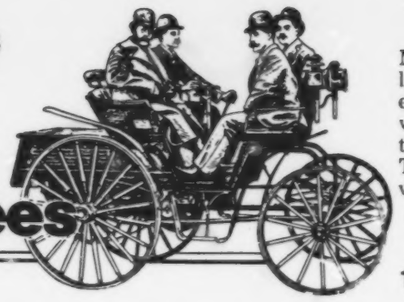
Questions and Answers

Pay Parking for Federal Employees



On November 1 parking fees went into effect at Federal installations. The following series of questions and answers is designed to clarify why the fees are necessary and how they will be implemented.

Q. Why charge for parking which has been free for years?

A. The "hidden subsidy" to the automobile in the form of free parking amounts to hundreds of millions of dollars annually. The Federal share of that is at least $35 to $40 million. Through charging for parking, the Federal government expects to eventually stimulate a similar trend among private and public employers.

Q. Why charge for parking in areas where public transportation service is poor?

A. Well over 40 percent of the gasoline used by households is consumed by commuting. In suburban areas, employers—including the Federal government and local governments—have encouraged unrestricted auto use for years by expanding parking lots and widening roads rather than encourage

dilemma. In this case, free parking and poor transit service are the dilemma.

Q. How will the Government use the money it collects?

A. Fees will be used to reduce the amount of general tax dollars now appropriated by Congress each year for agencies to rent or operate employee parking lots. There would be no increase in the rent being paid by the government to a private company since the terms of most leases are already fixed. Existing laws and regulations already provide for the correct accounting procedures to be used by agencies. GSA and the Treasury handle the funds. GSA is the government's "landlord" for most general purpose office space. Most agencies "rent" their offices and parking areas from GSA.

Q. Are voluntary payroll deductions being considered for the parking fees?

A. Some agencies plan to use a payroll deduction plan for their fees. Such an arrangement has a very low cost per

requirement for executives and personnel with unusual hours, but such personnel must pay for their parking.

Q. Will exceptions be granted for individuals with low incomes?

A. No. By joining a carpool and sharing the cost virtually no parking fee will constitute a true burden. In many cases, even the full parking fee will be less than the monthly cost of taking the bus to work.

Q. Why are vanpools exempt from fees while station wagons are not?

A. Vanpools are exempt only through September of 1981 as a promotional incentive to establish more vanpools. It is easier to monitor vanpool occupancy of eight to fifteen passengers than that of station wagons, most of which seat only six passengers.

Q. Who determined parking rates?

A. Each parking space was appraised. For space owned or leased by GSA, the GSA will establish the rate annually. For spaces owned by other agencies (like DOD or VA), those agencies will be responsible for appraising

Correction

NOTE TO EDITORS: The last issue of the Clipsheet erroneously reported there would be two filing dates for the 1980 PACE examinations. The correct information is provided below:

1980 Pace Tests Set

There will be only one filing date for the 1980 Professional and Administrative Career Examination (PACE). It will run from January 2 to February 15, 1980. Applicants who file during that period will be tested between March 1 and April 26.

PACE is the qualifying examination for a wide variety of entry level (GS 5 and 7) professional jobs in Federal agencies across the nation. An estimated 135,000 persons took the examination during Fiscal 1978, with some 7,600 selected for jobs.

Additional information regarding PACE can be obtained by contacting any Federal Job Information Center, or by writing the U.S. Office of Personnel Management, Washington, D.C. 20415.

FEDERAL NEWS
CLIP SHEET

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Number 204 **November-December 1979**

10 Outstanding Handicapped Federal Employees Honored

The 10 outstanding handicapped Federal employees of 1979, selected from nominees of 29 Federal agencies nationwide, were honored at a recent awards ceremony in Washington, D.C.

Eleanor Holmes Norton, Chair, Equal Employment Opportunity Commission and Alan K. Campbell, Director, Office of Personnel Manage-

Edwards, Neighborhood and Consumer Assistance Representative, U.S. Department of Housing and Urban Development, Los Angeles, California; Robert Hill, Domestic Appliance Repairer, Little Rock Air Force Base, Jacksonville, Arkansas; John J. Lacombe, II, Labor Economist, Office of Wages and Industrial Relations, U.S.

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FEDERAL NEWS CLIP SHEET

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Number 205 January 1980

Minorities, Women Gain in Federal Employment

Minorities and women continue to move into better-paying full-time professional, administrative, and technical jobs in the Federal government, according to a recent OPM study.

Findings of the November 1978 study show that:

—Women and minority employment in the Federal civilian workforce increased by an average of two percent between 1977 and 1978, more than twice the rate for all other groups.

—Minority employment (531,998) now accounts for 22 percent of the full-time Federal workforce, while women employees (752,766) represent 31 percent of the full-time Federal workforce (2,418,151).

—About one half of all minority employees now work under the General Schedule and equivalent pay systems. Minorities gained additional jobs in most junior and all mid and senior-level grades between 1977 and 1978, but and equivalent pay systems with 22 percent of all GS-employed women at grades 9 and above.

—Women showed a 10 percent or more net increase in full-time positions at each grade grouping above GS-8 from their 1977 employment levels. The most significant net increase was at the GS 16 through 18 levels where there were 30 more women, up from 230 in 1977 to 260 in 1978. Women now represent 3.9 percent of all employees in these executive grades.

—Both women and minorities also made significant gains under the better-paying white-collar occupational categories. Specifically, the professional, administrative and technical categories gained 22,699 positions between 1977 and 1978 and those positions were distributed as follows: 30 percent (6,757 jobs) minority women; 14 percent (3,222 jobs) minority men; 50 percent (11,424 jobs) non-minority

OPM Outlines Firm Policy On Sexual Harassment

The Office of Personnel Management has issued a firm policy statement and definition on sexual harassment of employees of the Federal government. The statement was included in a memorandum to heads of departments and independent agencies from OPM Director Alan K. Campbell.

The memo urged agencies to:

—issue a strong statement clearly defining the policy of the Federal government as an employer with regard to sexual harassment;

—emphasize this policy as a part of the new employee orientation covering the code of conduct; and

—make employees aware of the avenues for seeking redress, and the actions that will be taken against employees violating the policy.

The statement follows:

Federal employees have a grave responsibility under the Federal code of conduct and ethics for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the government's business and maintenance of confidence of the American people. Any employee conduct which violates this code cannot be condoned.

Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment debilitates morale and interferes in the work productivity of its victims and coworkers.

Sexual harassment is a prohibited personnel practice when it results in discrimination for or against an employee on the basis of conduct not related to performance, such as the taking or refusal to take a personnel action, including promotion of employees who submit to sexual advances or refusal to promote employees who resist or protest sexual overtures.

Specifically, sexual harassment is deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome.

Within the Federal government, a supervisor who uses implicit or explicit coercive sexual behavior to control

table conduct in the workplace and will not be condoned. Personnel management within the Federal sector shall be implemented free from prohibited personel practices and consistent with merit system principles, as outlined in the provisions of the Civil Service Reform Act of 1978. All Federal employees should avoid conduct which undermines these merit principles. At the same time, it is not the intent of OPM to regulate the social interaction or relationships freely entered into by Federal employees.

Complaints of harassment should be examined impartially and resolved promptly. The Equal Employment Opportunity Commission will be issuing a directive that will define sexual harassment prohibited by Title VII of the Civil Rights Act and distinguish it from related behavior which does not violate Title VII.

Conference Spotlights Productivity

Several hundred of the Federal government's top managers will gather in Cherry Hill New Jersey, in February to explore ways to increase productivity in the Federal sector through better management.

The "Second Annual Management Conference" is an outgrowth of the civil service reform efforts. It will be held from February 10 through 13 at the Cherry Hill Hyatt House. The theme of the conference is "Toward a More Pro-

Managers' Handbook Published

The Office of Personnel Management has published a pilot edition of a comprehensive handbook for Federal managers and supervisors.

OPM Director Alan K. Campbell says the handbook is

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Government Productivity Increases

FEDERAL NEWS
CLIP SHEET

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Number 206 Feb.-Mar. 1980

Federal government productivity increased by 1.7 percent between 1977 and 1978 according to the U.S. Office of Personnel Management. The figure is contained in the Fiscal 1978 Annual Productivity Report which is a joint effort of OPM and the Bureau of Labor Statistics (BLS).

The report also shows that overall government productivity, as measured by output per employee-year, rose at an average annual rate of 1.4 percent from 1967 to 1978.

Alan K. Campbell, OPM Director, said: "While these figures indicate that the Federal government is keeping pace with the private sector, they graphically illustrate the pressing national need to increase productivity as a front line effort in the fight against inflation."

Campbell also noted: "We in government are working to improve efficiency and effectiveness and have made changes in our management procedures to accomplish this. The Civil Service Reform Act, the Senior Executive Service, and the new linkage of pay to performance all are aimed at better utilization of our national and human resources."

This is the first year that OPM, which assumed leadership of the Federal Productivity Program in October 1978, is publishing the report. Previous editions have been prepared by the National Center for Productivity and the Quality of Working Life (1976-77) and the Joint Financial Management Improvement Program (1973-76).

The report presents productivity performance data on 50 Federal agencies covering 65 percent of the Federal civilian workforce. The data were compiled in 28 functional categories, totalling 2,660 performance indicators. Performance indicators include such activity as claims adjusting, book binding, and consumer complaints processed.

Part I of the report discusses OPM's role in measurement and in productivity in general and responds to a series of persistent questions raised about the need for and the usefulness of productivity measurement. It also covers specific actions OPM is taking to improve productivity.

Coverage of the Federal Productivity Measurement System has continually been expanded and refined over the years. In 1971, 17 agencies participated, representing 114 organizational units. By 1978, there were 50 agencies representing 347 units. Employees covered increased from 54 percent in 1971 to 65 percent in 1978.

Single copies of the report may be obtained from the Productivity Research Center, U.S. Office of Personnel Management, Washington, D.C. 20415.

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PM 1.12:

OPM Publishes Summaries of Major EEO Court Cases

A 146-page book summarizing more than 100 significant U.S. Supreme Court and U.S. Court of Appeals cases dealing with major legal issues of equal employment opportunity has been published by the Office of Personnel Management.

The 1979 edition of "Equal Employment Opportunity Court Cases" replaces a 1976 version and will become the basic reference with supplements issued annually.

The book clearly and concisely sets forth the Supreme Court's decisions in such landmark cases as McDonnell Douglass v. Green and Griggs v. Duke Power, cases involving issues of job requirements and discrimination in hiring. It also summarizes all of the Supreme Court's opinions in the controversial Bakke and Weber decisions. Summaries are broken down into three categories: the facts of the case, the main issues involved, and a discussion of the meaning and significance of the court's rulings.

The book is designed to help readers understand the reasoning of the Federal courts on such important questions as the elements of a prima facie (self evident) case of discrimi- affirmative action, the propriety of quota relief, the extent of religious accommodation required by law, and other matters of critical concern to employers.

The book was produced by OPM's Office of Intergovernmental Personnel Programs in cooperation with the Office of the General Counsel. OIPP provides assistance to state and local governments in the development of EEO programs through its grants-in-aid authority. It also oversees standards of merit, including affirmative action requirements, which are a condition for Federal grants.

Single copies may be obtained without charge from OPM regional offices, or from OPM, Office of Intergovernmental Personnel Programs, Box 14184, Washington, D.C.

READEX FICHE

Civil Service Poets Featured In Anthology

The 1980 issue of *Civil Ser-*

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DEPOSITORY 376

Executive Talent Pool Will Assist Agencies

The Office of Personnel for further assignment. Our

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Number 207 April 1980

PM 1.12:

President Orders Limitation On Executive Branch Hiring

President Carter has ordered an indefinite limitation on hiring in the Executive Branch. The order is effective immediately.

Under the new policy, agencies are restricted in filling full-time permanent positions to no more than 50 percent of the vacancies that occur after February 29, 1980. Vacancies that existed before that date may be filled, but only using the allowed 50 percent of vacancies occurring after February 29.

This is what the change will mean: A 50 percent hiring limitation will result in a reduction of 6,500 full-time permanent positions per month. Over a 30-day period, this would mean that about 19,500 vacancies would not be filled, resulting in savings of up to $57 million.

Contracting with firms outside the government or increasing the number of temporary employees to circumvent the effects of the limitation is prohibited.

Except for the exemptions listed below, this limitation applies to all new hires of full-time permanent Federal civilian personnel and to transfers of personnel between Executive Branch agencies.

The following exemptions are permitted:

- At the discretion of the agency head, hiring necessitated by emergency situations involving the safety of human life and protection of property.
- When staffing is essential for maintaining operations that directly protect human safety.
- The filling of positions under programs that are presently exempt from employment ceilings.
- Hiring in accordance with firm written commitments by agency personnel officers made prior to March 1, 1980.
- Hiring by the U.S. Postal Service.
- Reassignment of personnel *within* an agency.
- Appointments to Executive Level positions. (This does not include positions in the Senior Executive Service).
- Shifting of employees from one agency to another because of a transfer of functions resulting from Presidential reorganization or legislative action.

Additional exemptions may be granted by the Office of Management and Budget—in a very limited number of cases—if a determination is made by OMB that such action is necessary to assure that essential services are provided and that fundamental needs and requirements of law are met.

When an agency head believes that circumstances warrant an exception, an appeal must be made in writing to OMB, with full justification and an explanation why intra-agency relocation is not feasible.

Passage of Pay Reform Bill Seen Reducing Expenditures

Passage of President Carter's proposed pay reform legislation would reduce Federal payroll expenditures for Fiscal 1981 more than $2.8 billion from their expected level under current law, according to Dr. Alan K. Campbell, director of the U.S. Office of Personnel Management.

Campbell emphasized that passage of the legislation, the Federal Employees Compensation Reform Bill (S. 1340, HR 4477) will not mean pay cuts for military or civilian employees. The budget savings would result because pay increases under the legislation are expected to be smaller than they would be if the present statute remained in effect.

Government projections show that the October 1980 adjustment to Federal salaries as required by current law would result in a 10.9 percent raise for Federal employees. If the proposed legislation is enacted, in Fiscal 1981, military personnel would receive a 7.4 percent pay raise. Federal civilian employees would receive a 6.2 percent raise as a result of the total compensation comparability provisions of the bill. The smaller raises would allow the government to avoid spending $945 million in military and $1.858 billion in civilian pay.

The pay reform legislation would make future adjustments more accurate by:

- Taking into account fringe benefits in addition to pay when setting Federal compensation rates.
- Measuring the pay and benefits of the 13 million state and local government workers when making surveys of non-Federal compensation.
- Establishing most white-collar salaries based on differences in pay for similar work among different localities.
- Bringing Federal compensation rates and practices for blue-collar workers more closely in line with prevailing rates and practices in the private sector.

New Ruling On Benefit Apportionment

Regulations on court-ordered apportionment of civil service retirement benefits in connection with divorce, annulment of marriage or legal separation have been issued by the Office of Personnel Management.

The rules were published in the Federal Register March 7, 1980. They implement Sept. 15, 1978 amendments to the Civil Service Retirement Law. OPM administers the Federal civilian retirement system.

The regulations detail requirements and procedures for applying for retirement

No Positive Conclusions In Agent Orange Studies

The Veterans Administration is still trying to find out if Agent Orange, the herbicide used in Vietnam, had any long-term effects on human health. Max Cleland, VA administra-

unclear at the present time."

"The only way to determine their relevance," he added "is through meticulously designed, long-range epidemiological studies of humans

Primary Election Dates Announced for May

roads rather than encouraging carpools and mass transit service. By passing the economic value of a parking space through to the user, heightened interest in carpool matching systems and a demand for new or expanded transit service is expected. Without an economic incentive, such services tend to be underutilized. At some point, it became necessary to break the "which came first, the chicken or the egg"

transaction, descreases accountability problems sharply, and reduces the need for permit enforcement because payments are being made with a higher degree of certainty.

Q. Are agency heads, VIPs, and executives exempt from parking fees?

A. No. An agency may set aside up to ten percent of its parking spaces to be allocated without a carpool

the space themselves or having GSA do it. After appraisal, those agencies will determine the rate subject to GSA review and approval.

Q. Do the rules apply to military installations?

A. Yes. But, for the great majority of military installations no parking fees will be required because the rates would be less than ten dollars a month.

Garnishment Regulations May Change

The U.S. Office of Personnel Management (OPM) has published proposed regulations for processing garnishments for alimony and child support obligations. The regulations apply to military personnel, Federal employees in the Executive Branch, District of Columbia government employees, Federal and D.C. annuitants, and recipients of basic Social Security or Workmen's Compensation.

The proposed regulations were published in the Federal Register October 19, 1979. All comments received during a 60-day period will be considered before final regulations are issued.

The President authorized OPM to issue the regulations which were drafted after consultation with the Justice Department, the Defense Department, and the D.C. government. The proposed regulations are designed to provide uniform implementation of the garnishment provisions which Congress added to the Social Security Act in 1975 and 1977.

The proposed regulations provide that Federal salaries and annuities may be garnished; other moneys or funds held by the government not payable for personal services, are not generally subject to garnishment.

Before the changes in the law, these moneys could not be garnished because a garnishment action is brought against an employer rather than an employee, and the government had not waived its sovereign immunity, thus not permitting such actions.

The proposal contemplates that individuals wishing to bring garnishment actions will proceed in local courts which are authorized to issue garnishment orders or similar legal proceses, or pursuant to other procedures established by state law.

The court order should name the delinquent debtor's employing agency, or the agency which administers the disbursement program, as garnishee.

The original garnishment order, together with specific identifying information concerning the debtor if known, should be sent by registered or certified mail, "Return Receipt Requested," to the appropriate agency.

OPM plans to publish an appendix to the final regulations which will include a list of officials designated by each Executive Branch agency to receive garnishment orders. This is expected to speed the garnishment process.

Technical details on the proposed regulations can be obtained from Murray Meeker, Office of the General Counsel, OPM, 1900 E. St., NW, Washington, D.C. 20415 (202) 632-5530.

PM 1.12

ment were the principal speakers and presented plaques to each of the winners who were selected from Federal installations in Arkansas, California, Idaho, Illinois, Maryland, Massachusetts, Virginia and Washington, D.C.

Since 1978 the awards ceremony has highlighted career accomplishments of outstanding Federal employees both on and off the job and emphasized that their capabilities far outweigh their disabilities.

The 10 winners are: Donald R. Ames, Computer Programmer, Defense Fuel Supply Center, Cameron Station, Alexandria, Virginia; Paul E. Bricker, Jr., Training Instructor, U.S. Army Intelligence School, Fort Devens, Massashusetts; Hilliard A. Carter, Social Work Associate, Veterans Administration Hospital, Hines, Illinois; Carol A. Department of Labor, Washington, D.C. Theodore A. Nichols, Data Transcriber, Bureau of Reclamation, U.S. Department of Interior, Boise, Idaho; Emily S. Ortt, Clerk Dictating Machine Transcriber, Oxford Laboratory, National Oceanic and Atmospheric Admin tration, Northeast Fisheries Center, Oxford, Maryland; A. Leigh Phillips, Equal Opportunity Specialist, Office for Civil Rights, Department of Health, Education, and Welfare, Region I, Boston, Massachusetts; Dr. James R. Slagle, Mathematician, Naval Research Laboratory, Washington, D.C.

The three-day awards ceremony included a special tour of the White House, a luncheon with members of Congress, a reception a the Office of Personnel Management, and a luncheon at the Bolling Air Force Base Officer's Club.

Attitude Survey

There is little difference between the attitude of government employees and those in the private sector toward their work. This is indicated in a comparison of the first government-wide employee survey and a similar survey of workers in the private sector.

The government survey was taken by OPM in May of 1979 to establish a baseline of employee attitudes prior to passage of the Civil Service Reform Act. Future annual surveys will be used to measure changes resulting from the reforms.

Survey results are detailed in a special issue of the *Clip Sheet* you will receive shortly.

declined slightly at the GS 16-18 executive grades.

—Slightly over four-fifths of all full-time women employees (around 83 percent) work under the General Schedule

Overall, women now represent about 22 percent of the professional and administrative and 40 percent of the technical full-time Federal civilian jobs as of November 1978.

System Will Identify Productivity Improvement

A new system to identify examples of methods used to improve productivity in government programs has been developed by the Office of Personnel Management.

Under the "Exemplary Practices in Federal Productivity" program, OPM will review and document successful efforts to improve productivity and will publicize the best approaches for use by managers throughout government.

In announcing the program, OPM Director Alan K. Campbell said: "Improving productivity in the Federal government is our number one management task. A first priority is to build on existing successful accomplishments. Our aim is to establish a formal system for identifying, evaluating, and exchanging information on proven concepts and practices."

OPM is currently studying several projects to determine their applicability to other sectors of government. The projects include:

—The fast payback capital investment program of the Department of Defense. The program concentrates on small item equipment purchases that can "pay back" their initial cost within two years through labor or resource savings. It is essentially a grant-type program that allows DoD managers to apply for funds to purchase such items at a much faster rate than normal procurement/budget procedures allow.

—The Department of Housing and Urban Development's performance objectives project for workers. The program is concentrated on tasks in the Finance and Accounting Office and requires that supervisors set goals for production, inform workers of their rates of production, and "positively reinforce" them when they successfully perform their tasks.

—The Kelly Air Force Base (San Antonio, Texas) aircraft maintenance productivity program which includes more efficient work procedures, incentive awards, and special efforts at job enrichment. The overall program has resulted in Kelly taking on additional workloads without increasing the size of the workforce.

—The National Labor Relations Board case management system.

For details about nominating a project for consideration under this program, contact: Steve Bryant, Office of Productivity Programs, Office of Personnel Management, Box 14080, Washington, D.C. 20044.

Pm 1-12:

ductive Government." The meeting is jointly sponsored by the Office of Management and Budget, the General Services Administration, and the Office of Personnel Management.

The first such conference was held in October of 1978 for more than 500 senior Federal line managers and personnel officers to prepare for implementation of reform legislation, most provisions of which became effective January 11, 1979.

With growing interest in improving Federal management, this year's conference has been expanded to include not only personnel management but other major management issues as well.

Management Improvement Winners Announced

Ten individuals and one group who collectively saved the government $50.5 million have been honored as the 1978 winners of the Presidential Management Improvement Awards.

The winners, announced by the White House, were picked from 2,900 candidates. In announcing the awards, President Carter said: "their achievements have contributed significantly to advancement in science and technology, improving our national security, and providing better services to the public."

Winners are: Harmon H. Adams, a social worker with the Veterans Administration Medical Center in Decatur, GA; James Campbell, an Army storage manager at Fort Carson, CO; T/Sgt. Spencer T. Hayes, an electronics mechanic with the Alabama Air National Guard in Dothan, AL.

John W. Kiker, chief of the Mechanisms Branch at the Johnson Space Center, Houston, TX; Helen A. Lewis and Patricia A. Martens, inventory management specialists for the Department of the Army in Warren, MI; Arthur E. Martin and Barnett W. McConnell, chief of the Engineering Service at the VA Medical Center, Nashville, TN.

Marion E. Meadows, veterinarian-in-charge at the Agriculture Department Animal and Plant Health Inspection Service in Mission, TX; Jeffrey L. Verburg, sonar technician first class with the Navy's Fleet Anti-Submarine Warfare Training Center, San Diego, CA; and the Houston Employee Plans Group at the Internal Revenue Service in Houston, TX.

The awards program was established in 1970 to recognize contributions to management improvement.

influence, or affect the career, salary, or job of an employee is engaging in sexual harassment. Similarly, an employee of an agency who behaves in this manner in the process of conducting agency business is engaging in sexual harassment.

Finally, any employee who participates in deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome and interfere in work productivity is also engaging in sexual harassment.

It is the policy of the Office of Personnel Management that sexual harassment is unacceptable

designed to dispel the mysteries shrouding the Federal personnel system and provide useful information and guidance."

The handbook is a 250-page primer on the major aspects of Federal personnel management, with directions toward more detailed rules and regulations if needed.

Material for the handbook was produced by OPM specialists and was widely circulated through agencies for comments and suggestions. 20,000 copies have been printed and distributed. OPM is seeking comments from users by April and then plans to publish a revised and improved version for wider distribution.

At that time, Campbell says, "We hope agencies will buy a copy for each of their managers and supervisors. We would like to see it become a desktop reference for every person whose job is to oversee and manage the work of other Federal employees.'

The handbook, presented from the viewpoint of a boss, has 16 chapters. Subjects covered are: hiring, classifying, performance appraisals, training, compensation, incentive awards, performance and conduct, appeals and grievances, attendance and leave, equal employment opportunity, labor-management relations, a healthy workforce, ethics, productivity, the Senior Executive Service and executive development, and personnel management resources.

In addition to the subject matter chapters, the handbook has a glossary of personnel terms, a bibliography, and a list of key OPM contacts. Most chapters have question and answer sections which deal with on-the-job situations.

rice Poetry, an anthology published in England each April, is the first issue to include poems by U.S. civil servants.

Of the 44 poems in the anthology—1.25 percent of those submitted—16 are written by U.S. civil servants. The rest are by civil servants in Europe and in Commonwealth Nations.

The publishers now are accepting orders for copies of the 1980 issue which will be available in April. The cost is one dollar per copy. Orders go to EMMA Printers and Publishers, Arden House, Sunny Point, Walton-on-Naze, Essex CO 14 8 LD, England.

Poems for the 1981 anthology should be submitted to the same address and must arrive not later than September 30, 1980.

U.S. poets in the 1980 edition are:

T. Butt, Salt Lake City, Utah (Department of the Interior); J. Cohen, Decatur, GA (HEW Center for Disease Control); R. Davis, Rockville, MD (Food and Drug Administration); A. Farrell, Stanhope, N.J. (Army); P. Flambouris, (U.S. Forces, Germany).

G. Hixenbaugh, Editor of EurArmy Magazine, Frankfurt, Germany; M.R. Lucid, Indianapolis, IN (Veterans Administration); D. Mahr, St. Louis, MO (Postal Service); E. Pittman, Cheltenham, PA (Department of Defense); P. Porter, Worland, WY, (Department of the Interior); H. Pote, Pine Bluff, AR (Army); D. Rappaport, Woodside, N.Y. (Navy); R. Stupak, Charlottesville, VA (Federal Executive Institute); J. Watson, Baltimore, MD, (Customs Service); R. Yount, Colorado (Postal Service) and M. Fanelli, Woodhaven, N.Y. (Customs Service).

nation, the acceptable scope of 20044.

Interior Improves Service, Saves Money in Supply

How can you speed the processing of supply requests, provide better service and cut costs at the same time? The Office of Surface Mining in the Department of the Interior found the answer by substituting "walk-in" and "call-in" supply orders for the supermarket approach used in many other agencies.

The results were immediately apparent. Offices wanting supplies called in their list and came by later to pick up the order. No longer did their representatives push shopping carts through the aisles impulsively adding items they might need at some future date. The orders were smaller, they took less time to fill, and they made it possible to operate with smaller inventories.

The change was the idea of Gordon Rose, office services manager in the Office of Surface Mining. Everett Goss, a supply technician, is responsible for filling the orders.

Goss has some twenty years in the supply business and he knows his way around. He keeps in touch with about 18 other supply outlets in agencies in the Washington area and can quickly turn to them if he is out of a specific item.

The change has been well received at Interior. The customers like it because they get their supplies faster. The supply people like it because it gives them greater control. The agency likes it because it is cutting costs.

Agencies interested in knowing more about the way the system operates can write to: Gordon Rose, Office Services Manager, Office of Surface Mining, Department of the Interior, Washington, D.C. 20240.

Management plans to create a talent pool of high-level Federal executives who could be called upon by agencies to help solve short-term planning and management problems.

The experimental program, called Temporary Assignment Pool (TAP) is modeled after a program which has been operated successfully by the Canadian government. It will include up to fifteen volunteer Senior Executive Service members from various agencies who will be attached to OPM for the duration of the experiment. TAPists can serve in consulting roles to agencies or step right in and manage specific efforts.

In announcing TAP, OPM Director Alan K. Campbell said: "The creation of the Senior Executive Service under civil service reform, with its rank in person philosophy, makes it feasible to develop a cadre of top-level troubleshooters who can go where they are needed, do the job, and have a place to return aim is to match experience and skill against specific problems."

Under TAP, the volunteer executives will be transferred to OPM, and then assigned to agencies requesting management help. When the job is done, they will return to OPM for assignment to another trouble spot.

Though they will come from different disciplines, all members of the TAP will be managerial generalists. They will offer help in policy or program planning, setting up a new program or organization, rebuilding an organization that has run into difficulties, and filling key positions in temporary organizations.

Salaries and benefits will be paid by the using agency to OPM on a reimbursable basis.

The experimental program will run for at least a year. It is anticipated that participants eventually will serve in the program for about three years and then move to permanent assignment in another agency.

Development Seminars Designed for SES Candidates

A three-week seminar has been prepared by the Office of Personnel Management for Senior Executive Service candidates who have been selected by their agencies for a formal executive development program.

The expected 800 to 1,000 participants will each attend the seminar at one of three Executive Seminar Centers at some point during the one to two-year developmental experience. Attendance at the seminar will give the participants inter-agency experience designed to ease their transition into the SES.

The seminar focuses on topics which are of major importance in executive jobs, as distinct from many management jobs. These include:

—The Changing Values of the American Society.

—The Economic Impact of Government Policy.

—The Dynamics of the Political System.

—The Organizational Context of Policy Implementation.

While attendance at the seminar is required for participants in SES candidate development programs, there are other ways to qualify for career SES membership. An individual who has had successful experience as a manager at an appropriate level may qualify, as may, in rare cases, individuals with neither managerial training or experience if they have outstanding potential. SES members entering through the latter route may be required to participate in the SES seminar as a condition of approval of their qualifications.

Ten sessions of the course have been announced for Fiscal 1980 and are completely filled.

Agencies interested in next year's schedule will be receiving information early this summer. For additional and related information, see FPM bulletin No. 920-32: "Certification of Executive Qualifications by Qualifications Review Boards," November 28, 1979.

Presidential and State Primary elections will be held in several states and the District of Columbia this spring. A partial list of dates and absentee registration and voting requirements follows:

- District of Columbia, Presidential Primary election, May 6, 1980.
- Indiana, Presidential and State Primary election, May 6, 1980.
- Maryland, Presidential and State Primary election, May 13, 1980.
- Michigan, Presidential and State Primary election, May 20, 1980.
- Nebraska, Presidential and State Primary Election, May 13, 1980.
- North Carolina, Presidential and State Primary election, May 6, 1980.
- Oregon, Presidential and State Primary election, May 20, 1980.
- Pennsylvania, Presidential and State Primary election, April 22, 1980.
- Tenessee, Presidential Primary election only, May 6, 1980 and,
- Texas, Presidential and State Primary election, May 3, 1980. The Presidential Primary is limited to the Republican Party.

For those who will not be present to vote, the Federal Voting Assistance Program of the Department of Defense has prepared information concerning absentee registration and voting.

A Federal Post Card Application (FPCA) may be used to register as an absentee voter in Federal, State, and local elections. Generally, those eligible are U.S. citizens living outside the United States claiming a specific state residence, and members of the Armed Forces, Merchant Marine and their spouses and dependents.

Many states require when using the FPCA for registration, that all items must be filled out on the form. This form in turn must be witnessed by and sworn before a notary, a U.S. commissioned officer, or other official authorized to administer oaths.

Many states permit registering and voting under the Overseas Citizens Voting Rights Act (OCVRA) for those United States citizens not presently claiming a given state as residence or domicile but who last resided in that state before going abroad.

Indiana and North Carolina do not have provisions for registering by proxy.

Those using an FPCA for absentee voting should note that many states require the FPCA be sent in no earlier than 90 to 60 days ahead of the election and should arrive prior to the close of polls election day. However, the specific time period for your state should be checked.

Out-of-state citizens residing in the United States cannot use the FPCA or the OCVRA. They must go through their originating state voting office to register and vote absentee.

Those wishing further information can refer to the 1980 *Voting Assistance Guide*. Copies can be obtained through the Government Printing Office, stock number 008-001-00112-6 at a cost of $5.00 per document. For specific information write: the Director, Office of the Secretary of Defense, Room 1B-457, The Pentagon, Washington, D.C., or telephone: (202) 694-4928/4960 or Autovon: 224-4928/4960.

for applying for retirement benefit apportionment, and the actions to be taken by OPM in honoring the request.

The regulations require that a state court order, decree, or court-approved property settlement specifically provide that the former spouse is entitled to payments from the retirement fund. Community property settlements involving future retirement benefits are included in the regulations.

To request apportionment and establish the validity of a court order, the former spouse must submit to the Office of Personnel Management, at Box 17, Washington, D.C. 20044 a recently certified copy of the order; a statement that it has not been amended, superceded or set aside; and identifying information on the employee or retiree such as full name, claim number and date of birth.

For technical information on how the apportionment regulations work, contact Harold L. Siegelman, Office of Pay and Benefits Policy, Compensation Group, Office of Personnel Managment, Washington, D.C. 20415 or call (202) 632-4643.

Max Cleland, VA administrator, said no positive conclusions had been reached, "despite major efforts by many agencies and individuals."

Cleland, a triple amputee veteran of fighting in Vietnam, told a House of Representative Veterans Affairs Subcommittee: "I want you to know, as one who has a personal stake in this question, that we at the VA, including the 39,000 Vietnam veterans employed by VA, are committed to obtaining and disseminating accurate information as soon as humanly possible. In the meantime, we shall continue to provide every eligible veteran in need of treatment appropriate medical care regardless of causation. We owe them no less."

Cleland told the committee that most of the available data on the effects of a toxic element of Agent Orange called dioxin or TCDD, comes from experiments on animals, not humans.

He said that while these experiments have shown that harmful and even fatal effects can be produced by concentrated doses over a prolonged period, "the relevance of these animal studies to humans is [illegible] studies of humans exposed to TCDD in industrial or laboratory accidents, or, as in this case, possible exposure in Vietnam."

Noting that human studies on TCDD exposure so far have been very limited in size and do not resolve questions concerning human toxicity, Cleland said:

"Thus far, no human study has shown any evidence for a delayed syndrome of toxicity of any Agent Orange constituent encountered under accidental conditions. In fact, the only long term disease in humans clearly associated with such exposure is the skin condition chloracne. Therefore, there is not now any proof that a definitive 'Agent Orange Syndrome' exists in our Vietnam Veterans."

To date, Cleland said, 1,233 disability claims invoiving exposure to Agent Orange have been decided by regional officials around the nation. In 21 instances, the disorders claimed to be due to the herbicide were found to be service connected, but in none of them was it necessary to determine whether Agent Orange was a causative factor.

FPM Rider to Offer Managers' Handbook

Positive response to the Manager's Handbook has prompted OPM to arrange for reprinting so that agencies can obtain as many copies as they want or need for their managers and supervisors through the FPM rider system. Copies will not be available from OPM.

The 250-page handbook is a primer on the major aspects of Federal personnel management. It is designed to dispel the mysteries shrouding the Federal personnel system and provide useful information and guidance to line managers and supervisors.

The Handbook was first published in November 1979 and circulated on a limited basis to get comments and suggestions from users. The planned revision date has been shifted to later this year to incorporate changes coming in the personnel system and to provide ample time for users to evaluate and comment on the Handbook.

OPM rider system allows agencies to purchase bulk copies of publications at the cheapest price possible. Individuals cannot "ride" the requisition. They must go through their agency printing office. The printing office submits a Standard Form #1 to GPO. For the Manager's Handbook, they should cite OPM requisition #80-335. Cutoff date for receipt of orders by GPO is May 9. The Handbook will be available later for sale by the Superintendent of Documents but the cost is much higher. Delivery of the Handbooks should begin in mid-June.

best copy available

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PM 1.12:

JUN 18 1980

U.S. GOVT. PUBS.
DEPOSITORY 376

Comparison Charts for Health Benefits Open Season

For this year's Health Benefits Program Open Season (November 10-December 5, 1980) the Office of Personnel Management is developing a new system for providing information to Federal employees to make it easier to choose among the various plans.

There are presently a total of 105 health benefits plans participating in the program. Thirty-seven more have applied to participate next year. Typically, an individual employee has between 15 and 20 different plans to choose from.

The new system includes distribution of summaries of the benefits of various plans to employees and distribution of comparison charts to agency installations.

In addition, each employee will receive a detailed brochure for the plan in which he or she is enrolled.

Personnel offices will maintain copies of brochures for every plan available in the organization so that employees can review them.

Under the old system, 24,825,500 brochures were printed in 1979. Although how much is not known yet, the new system will considerably reduce the amount of brochures that must be printed and distributed—and will provide more information to help employees choose among available plans.

Retirement Pubs Revised

The Office of Personnel Management, (OPM) has revised Pamphlet 18, "Your Retirement System" to include amendments to the Civil Service Retirement law through November 2, 1978.

Questions frequently asked by employees, former employees, and prospective employees of the Federal Government about Civil Service Retirement are answered in this pamphlet. It explains in simple terms the operation of the Civil Service Retirement system and the benefits it provides for employees and their

GAO Reports Progress on Civil Service Reform

The General Accounting Office (GAO) on May 13 issued its first report to Congress on implementation of the Civil Service Reform Act of 1978.

Overall, it was a good report card. The GAO concluded that although full implementation of reform will take several years, the Office of Personnel Management (OPM) has made good progress in the first year.

"Passage of the Civil Service Reform Act marked a new era in the management of the Federal workforce," GAO noted. "The law is intended to provide Federal managers with the flexibility to improve Government operations and productivity and, at the same time, protect employees from unfair or unwarranted practices."

The GAO did express concern about OPM's position that it will regulate only to the extent that there is a compelling need for uniformity in interpreting the law. "The concept of management flexibility could help agencies provide better service to the public, GAO observed, "but there is the possibility that merit systems principles could be compromised unless OPM maintains strict oversight of agency personnel management activities."

VRA Hiring Up

Federal agencies have reported a 22 percent increase in veterans readjustment appointments made in fiscal year 1979 over the previous year. A total of 15,785 Vietnam era veterans were hired under the VRA authority, the highest

President Carter addressed the issue in his statement on receiving the report: "...I am confident that OPM will continue its efforts to decentralize personnel management authority to meet the needs of individual agencies, while maintaining vigorous oversight to ensure that agencies do not use this authority in violation of the prohibited personnel practices enumerated in the Act."

In his statement, the President pointed out: "The Senior Executive Service is operating successfully. Over 98 percent of eligible Federal officials have accepted membership voluntarily. New performance appraisal and merit pay systems are in place or under design throughout the Government.

"Women and minorities are achieving measurable gains in Federal employment. The Office of Personnel Management is undertaking its new leadership role to help us conquer inflation by improving public sector productivity and management at all jurisdictional levels."

Calling the report objective, comprehensive, and insightful, the President added: "It is most helpful to me, as I am sure it is to the Congress and the rest of the Federal Government. I also want to thank the thousands of men and women throughout the Government who worked so hard in 1979 to make good on the promise of civil service reform."

Saying he, too, was pleased with the report, OPM Director

Single copies of the GAO report can be obtained by contacting the U.S. General Accounting Office, Distribution Section, Room 1518, 441 G Street, NW, Washington, D.C. (202-275-6241). The report number is FPCD-80-38.

New E.O. on Safety and Health

Occupational safety and health matters in the Federal government will receive more attention beginning July 1, 1980 when President Carter's new Executive Order 12196 becomes effective.

In addition to increased responsibility given the Department of Labor and the Occupational Safety and Health Administration (OSHA), the Order broadens the responsibility of Federal agencies in the administration of on-the-job safety and health programs, allows employees a more active role by encouraging the establishment of joint labor-management committees, and provides for the protection of employees who report safety violations.

Joint committees will evaluate and assess the effectiveness of agency safety and health practices and will consist of an equal number of management and union representatives.

Committees may be formed at the national level, and for agencies with regional and field offices, other appropriate levels. Specifically joint committees will:

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Major Concerns Published in OPM Policy Agenda

The Office of Personnel Management (OPM) has published a list of key issues likely to confront the Federal civil service system and OPM over the next several years.

The agenda identifies seven major areas of concern:employee benefits, personnel system simplification, workforce competence, management improvement, labor-management relations, equal employment opportunity, and long-range policy issues.

"Identifying major problem areas is the logical first step toward improving the system which governs the management of Federal personnel. The ultimate aim is to improve theefficiency and effectiveness of Government while insuring fair and equitable treatment of employees," says OPM Director Alan K. Campbell.

The proposed policy agenda was published in the June 3 *Federal Register*, inviting comments from Federal agencies and other interested parties.

The following outlines some of the key issues and questions before the Federal civil service and OPM:

PM 1.12:

EMPLOYEE BENEFITS

Health Care Costs: Health care costs have been growing faster than other costs in the economy. Various proposals are under consideration by Congress for containing these costs for the general population. OPM has some leverage in containng health care costs for Federal employees through its administration of employee health plans. Suggestions to accomplish this include fostering greater competition between plans by making it easier for Federal employees to compare benefits of different plans, a task not easily done. Over 100 separate health insurance plans are available to civilian employees, and their benefits vary considerably. OPM needs to determine if sufficient efforts are being made to contain health care costs. In 1978, receipts of the Federal Employees Health Benefits Program were $3.2 billion and payments $3 billion.

Sick Leave: The present sick leave system has beencriticized for perceived employee abuse and for costing too much money. OPM plans to determine if improvements can be made.

Disability Retirement: The Civil Service disability retirement program has been criticized because the rate of disability retirement is higher than that experienced by Social Security, because of the relatively low rate of recovery from disability, and because the roll has not been reduced through strict policing methods. OPM believes improvements can be made. Closely related issues are whether the basis and amounts of disability annuities are sufficient to sustain disabled retired employees

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Stress Put on Courtesy

"While Federal employees generally display courtesy and good manners, it is important for agencies to continually stress the obligation of all employees to do so."

This statement was contained in a memorandum to heads of Federal departments and agencies transmitting a policy statement on the subject by OPM director, Alan K. Campbell.

The Civil Service Reform Act of 1978 calls for courtesy and good manners in the conduct exhibited by Federal employees.

An amendment introduced by Rep. Elliot H. Levitas (D Ga.) stresses the need for Federal workers to be periodically reminded that courtesy, timeliness and quality of work service are a part of civility in government and, where appropriate, may be considered integral parts of performance appraisal criteria.

The policy statement defines good manners as an informal, commonsense term meaning of a standard of behavior among

However, employees have the responsibility to refuse to violate the law or regulations or to give special advantage not called for by the law.

In addition, employees should be periodically reminded that under the Civil Service Reform Act, courtesy to the public, timeliness of performance and quality of work service are integral parts of the criteria for performance appraisal.

In his memorandum, Campbell noted that members of Congress and others repeatedly emphasized the importance of good manners, courtesy and prompt service by Federal employees during hearings on the Civil Service Reform Act.

Campbell asked department and agency heads to:

- issue a strong statement on the importance of eliminating discourtesy;
- emphasize this policy as part of new employee orientation covering the merit principles and codes of conduct;

Agencies Get Consumer Aides

Consumers will have names and telephone numbers for officials appointed to represent them at Federal agencies under a program announced by President Carter on June 9.

Commenting on the program which he established by Executive order, President Carter said: "The government must listen to what the consumer has to say. The doors have to open to the consumer and be kept open."

Some 35 agencies have designated a senior official to report to the agency head on consumer concerns and to oversee the agency's consumer program. The official, however, does not have the power to intervene formally in legal proceedings.

Under the Order agencies are also required to establish a consumer affairs staff that participates in agency policy making, take steps to ensure consumers can participate in agency decision making, develop useful information materials for consumers, educate its staff in the principles of the E.O., and establish complaint handling procedures.

Hatch Act Provisions

'Tis the season for a reminder of restrictions on political activity placed on Federal employees by the Hatch Act.

Specific "do's" and "don'ts" are outlined in the new edition of *FED FACTS 2* which should be available through your personnel office. FED FACTS is a series of pamphlets produced by the Office

READEX FICHE

New System Planned for FEHB Open Season

Help is on the way for this year's Health Benefits Program Open Season, (Nov. 10-Dec. 5).

The Office of Personnel Management (OPM) will begin using a new system that will provide more relevant information to employees about available plans and that will change the distribution procedures for health benefits material.

The new system includes distribution of benefits summaries to employees and comparison charts to agency installations. Together, they make it possible to compare available health insurance plans with greater ease, thus helping employees make well informed decisions.

Benefits summaries describing available plans will be on a single page. An additional page will be provided for plans with two options. Those plans open to all employees will be bound in a booklet for ease of handling. In addition, summaries of plans limited to special groups or specific geographic areas (comprehensive and some employee organization plans) will be distributed as single sheets.

A single booklet will contain the benefits summaries of all plans (Governmentwide, employee organization, and comprehensive plans) that will be used in designated tests areas in Chicago and southern California. The test is being conducted to examine the advantages and disadvantages of distributing benefits summaries [illegible] based on the size of the agency and the number of employing offices within the agency.

In the past, detailed brochures describing the benefits of each plan were distributed to all eligible employees, resulting in the distribution of approximately 25 million brochures annually. Since benefits summaries do not contain a detailed description of plan benefits, plan brochures will still be available through agency personnel offices for employee reference in choosing a plan. Employees should *not* enroll in or change to another plan without reviewing the brochure of that plan. Upon conclusion of open season, each enrolled employee will receive a detailed brochure of the plan he or she has elected.

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Number 211 **August 1980**

Minorities and Women Gain in Employment

Minorities and women continued to make gains in white-collar jobs within the Federal full-time work force in 1979, according to a study recently released by the U.S. Office of Personnel Management (OPM). For women, 70 percent of these gains were in professional, administrative and technical jobs at grades 5 and above with a significant increase (10 percent or more) at each grade level 12 through 15.

According to the annual study completed last November, full-time employment of women stood at 773,000 (32 percent of total full-time employment) with minorities at 553,000 (23 percent of total). Total full-time employment was 2,419,000.

This year's study was expanded to include 8,500 full-time Federal employees in Puerto Rico. It continued, however, to exclude Hawaii and Guam where minority data have never been collected. While the inclusion of the Puerto Rican data had little effect on the distribution of women in the Federal work force, the addition of 6,000 Hispanics increased (by two-tenths of one percent) the representation of both Hispanics and minorities in the work force.

A new category of full-time "executives" was also added to the study. Executives included those employees now designated under the Senior Execu[illegible]

- Technical jobs which increased the proportional representation of women in these categories from 28 to 29 percent.
- Two-thirds of these gains were in administrative-type jobs, one-fourth in professional jobs. Overall, women represented 23 percent of the professional, 24 percent of the administrative and 41 percent of the technical full-time Federal civilian jobs.
- Clerical and other white-collar jobs continued to serve as the primary concentration of Federal employment for women (56 percent in 1978 and 55 percent in 1979), despite women's gains in non-clerical jobs.
- About four-fifths (82 percent) of all full-time women employees worked under the GS and equivalent pay systems, with 23 percent of all GS-employed women at grades GS-9 and above.
- Overall, employment of women increased by about three percent. Within the GS and equivalent pay systems, the percentage increase was 1.4. At grades GS 12-13 the employment increase was 12 percent and at GS 14-15 it was 14 percent.
- Of 8,928 executives 436 women accounted for 4.9 percent. There were 53 minority women executives. Most were Black and Hispanic with one Oriental and no American Indians reported.
- In 1979, 51 percent of minority employees worked under the GS and equivalent pay systems

Guidelines Set for Incentive Awards

Agencies now have greater flexibility to develop incentive awards programs.

The Office of Personnel Management (OPM) has approved new guidelines that encourage agencies to set aside one percent of salary funds to reward employees who are not covered by merit pay for superior performance. Under the old system, agencies only spent about one tenth of this amount to reward outstanding employees.

In the guidelines, OPM also salary for sustained superior performance. In past years, cash awards were based on a dollar range of from $100 to $350, depending upon the grade level of the employee.

Other significant changes under the new regulations and guidelines include:

- linkage of performance appraisal systems with performance awards
- use of material developed in performance appraisals to document performance awards

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Number 212 September 1980

PM 1-12.

Bars to O'Seas Employment?

The Office of Personnel Management (OPM) is exploring the possibilities of improving Federal employment opportunities for family members of Government and military personnel assigned overseas.

There has been a growing unwillingness by Federal employees and military personnel to accept overseas assignments because of the rise of international terrorism and the decline of the dollar. In recent years the growth of the dual career family and family member employment also have emerged as major concerns.

Federal employment policies which affect overseas family members were written years ago and do not reflect contemporary concerns. Agencies often developed uncoordinated, often conflicting employment policies. A special overseas employment program in one agency may be open to family members of all U.S. employees in the area. Similar programs run by another agency, however, may be open only to dependents of that agency.

Among other problems, currently a dependent of a service member or Federal civilian employee who gives up a civil service job within the first few years of employment to accompany a spouse overseas, has no reinstatement rights on returning to the United States, and must again go through competitive employment procedures.

OPM has begun a three-phase project to improve and standardize Federal employment policies governing the hiring of family members overseas.

The first phase of the project will survey Federal agencies employing overseas personnel (including military) to obtain views on needed changes. This will be followed by public hear-

Hispanic Heritage Week

The President has designated the week of September 14 through September 20 as National Hispanic Heritage Week. The annual celebration came about as a result of a joint

Pay Garnishment Regs Cover Civilian, Military Personnel

The U.S. Office of Personnel Management (OPM) has published final regulations for processing garnishments for alimony and child support obligations. The regulations apply to military personnel, Federal employees in the executive branch, District of Columbia government employees, Federal and D.C. annuitants, and recipients of basic Social Security or Workmen's Compensation.

The regulations are designed to provide uniform implementation of the garnishment provisions which Congress added to the Social Security Act in 1975 and 1977. They provide that Federal salaries and annuities may be garnished; other moneys or funds held by the Government not payable for personal services, are not generally subject to garnishment.

Prior to changes in the law, garnishment action could not be brought against the Government because it had not waived its sovereign immunity.

Under the regulations, individuals who wish to bring garnishment actions must first obtain garnishment orders from local courts or through other procedures established by State law.

The court order should name the delinquent debtor's employing agency, or the agency which administers the disbursement program, as garnishee. The original garnishment order, together with specific identifying information concerning the debtor, if known, should be sent by registered mail or certified mail, "Return Receipt Requested," to the appropriate agency.

Proposed regulations were published in the Federal Register in October 1979, after consultation with the Justice Department, the Defense Department, and the D.C. government, allowing for a 60-day comment period. Comments from 30 agencies were received and considered.

One change made was to broaden the definition of "party" to include not only former spouses, but State and local agencies which provide welfare or family assistance and which have been assigned the rights to child support or alimony payments.

OPM has published an appendix to the final regulations which includes a list of officials designated by executive branch agencies to receive garnishment orders. They were included in the July 22 issue of the Federal Register.

Federal Employment by State

As of December 31, 1979 Federal civilian employment in the U.S. stood at 2,725,626. The following is a breakdown by state:

Alabama	60,227
Alaska	15,562
Arizona	35,416
Arkansas	18,546
California	292,929
Colorado	48,991
Connecticut	19,882
Delaware	4,826
District of Columbia	207,528
Florida	80,167
Georgia	76,786
Hawaii	24,964
Idaho	10,813
Illinois	101,994
Indiana	40,931
Iowa	19,012
Kansas	22,858
Kentucky	34,011
Louisiana	32,185
Maine	9,033
Maryland	130,826
Massachusetts	56,447
Michigan	54,039
Minnesota	29,974
Mississippi	27,795
Missouri	64,914
Montana	12,417
Nebraska	15,382
Nevada	9,443
New Hampshire	14,650
New Jersey	68,714
New Mexico	26,783
New York	157,844

Excalibur Award Given

A Veterans Administration social worker is the first winner of the "Excalibur Award," sponsored by Rep. Michael C. Barnes (D-Md.) to honor excellence in govern-

Hiring Freeze Status Report

Health Benefits Changes Planned for Open Season

Open season for enrolling or changing enrollment in plans participating in the Federal Employees Health Benefits (FEHB) program will run from November 10 through December 5, 1980.

For 1981, there are changes in benefits for some plans and rates for all plans, plus sweeping changes in the material to be distributed.

For the first time since the FEHB Program began, employees will *not* receive brochures of plans available to them. Instead, they will get newly developed benefits summaries for all available plans, which will have one-page, general descriptions of the benefits provided by the plans. These summaries will show benefits in a manner more easily understood than that of plan brochures.

Employees will receive a brochure of the plan in which enrolled after open season.

Plan brochures will be available at the employing office during open season for employee reference. They contain a complete description of plan benefits, and anyone considering a change in plans should review them before making a choice.

To further assist employees in selecting a plan, OPM has also for the first time developed comparison charts showing the benefits of each available plan for 17 selected major benefits categories. These charts will be made available to agencies for use by agency counselors.

Since the newly-developed material and the brochures are now being printed, sample

percent of the average high option premium rate for six of the largest plans in the Program (listed above). However, the Government will not pay more than 75 percent of any individual rate.

The Government contribution for annuitants and non-Postal employees for a self only enrollment will increase from $12.94 to $15.21 (biweekly) and $28.04 to $32.95 (monthly), and for a self and family enrollment from $30.61 to $35.64 (biweekly) and $66.33 to $77.22 (monthly).

For Postal employees, whose pay and benefits are subject to negotiations, the Government contributions will be 75 percent of the "big six" average, and the limit will be 93.75 percent of any individual rate. The biweekly Government contribution for Postal employees will increase from $16.18 to $19.01 (self only) and from $38.27 to $44.55 (self and family).

Rate increases among the 121 individual plans which participate in the Program vary, some falling below, some within, and some above the 10 to 22 percent range of the "big six." Therefore, while the 16.8 percent increase in the Government contribution will somewhat offset rate increases, its effect on some plans will be greater than on others.

The major benefit change comes in the area of dental coverage, where five plans have either added or improved dental care benefits. Where the addition or improvement is substantial, however, other benefits have been decreased to offset the cost of the added

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Number 213 **October 1980**

VOS to Assist in Minority Recruitment

Alan K. Campbell, Director of the U.S. Office of Personnel Management (OPM) has announced that four Federal agencies have jointly contracted with the Vacancy Outreach Service (VOS) of Arlington, Virginia, for help in recruiting Hispanics for Federal service.

The effort is part of the Congressionally mandated Federal Equal Opportunity Recruitment Program (FEORP). The four agencies involved are the Departments of Health and Human Services, Commerce, and Housing and Ubran Development and OPM. OPM is playing a coordinating role and expects other departments and agencies to join in the effort soon.

VOS is the service arm of National Image, Inc., a national Hispanic association with more than 100 chapters in 50 States, the District of Columbia and Puerto Rico. VOS will provide qualified referral to OPM and the contracting agencies in response to specific job openings. VOS presently maintains a talent bank of approximately 1,000 applications which initially will be used as a targeted referopportunities for women and minorities in the Federal sector. We not only expect other agencies to join in this effort but that they will proceed with similar projects to reach other minority and women candidates, now that the necessary planning stage is over."

Available statistics indicate that Hispanics constitute only 3.9 percent of Government employees while comprising 8 percent of the population.

The initial value of the contract is approximately $400,000 but is expected to grow as more agencies participate. VOS will get paid based on the number of qualified referals made.

New Fed Facts 5 on Merit Promotion

Your agency has a merit promotion program and the new edition of *Fed Facts 5* has information explaining the basic guidelines set by the Office of Personnel Management.

Primary responsibility for

Managers Receive Top Rank Awards

President Jimmy Carter has named 49 career Federal managers as "Distinguished Executivevs" and 206 as "Meritorious Executives." All recipients of the Presidential rank awards are members of the Senior Executive Service (SES).

The Distinguished Executives received their certificate of rank in an afternoon Rose Garden ceremony at the White House September 9. Praising the managers for their achievements, the President said:

"Too often we single out Federal managers only when there's been a problem. We focus attention only on the shortcomings of the Federal bureaucracy and of public servants. This is no way to run a government. Federal managers exert an enormous influence on us all. On behalf of 240 million Americans I want to thank you for what you have meant to us. In honoring you, I hope to inspire all public servants to higher accomplishments."

The SES is the gradeless personnel system for the Government's top managers where pay is based on personal and organization performance. Pay for performance is one of the major principles of the Civil Service Reform Act. The SESers gave up regular longevity raises for a chance at bonuses.

The Distinguished rank carries with it a stipend of $20,000 as long as it does not bring that individual's pay above the statutory maximum of $69,630, the pay of Cabinet members. The Meritorious Executives get a stipend of $10,000. SES pay currently ranges from

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Number 214 **November 1980**

Life Insurance Laws To Provide Expanded Coverage

Beginning in October 1981, the Federal Employees' Group Life Insurance (FEGLI) program will increase basic regular insurance for eligible employees under age 45 at no additional cost.

President Carter signed into law October 10, 1980 a bill designed to improve the FEGLI program. The bill, originally proposed by the Carter Administration, was sponsored by Congresswoman Gladys N. Spellman (D-Md).

Approximately 2,350,000 Federal employees are presently enrolled in the program which is administered by the Office of Personnel Management (OPM).

Alan K. Campbell, OPM Director, noting that the Administration believes the bill provides a badly needed improvement in the FEGLI program, said: "It does so in a fiscally responsible way. The bill will make higher amounts of insurance available to younger employees and add several new options under which employees will be able to purchase large amounts of additional insurance at very attractive group rates. While the bill makes the FEGLI program much more attractive to employees, it does so at relatively little cost to the Government. It gives employees a better insurance buy for their money."

Currently, the regular FEGLI plan provides coverage in an amount equal to the employee's salary, rounded to the next higher thousand dollars, plus $2,000. It featured a level premium, i.e., the rate per $1,000 of insurance is the same for all employees, without regard to age.

Employing agencies contribute one-third of the cost of regular insurance, and the employee pays the rest. The Postal Service assumes the full cost for its employees. In addition, $10,000 of optional insurance coverage is also available to those participating in the regular plan under a schedule of age-adjusted rates on an employee-pay-all basis.

In addition to greater basic insurance coverage for younger employees, the law will allow all employees to purchase additional optional insurance and, for the first time, allow them to buy life insurance on their family members.

Another revision to existing law will allow employees retiring in the near future to choose a lesser reduction in their post-retirement regular insurance. Presently, the face value of the insurance goes down after age 65 at the rate of two percent per month to a minimum of 25 percent of the amount in force at retirement.

To balance the cost of the improved regular insurance program for employees under age 45, those who retire after 1989 will continue to pay premiums for unreduced coverage until they reach age 65. At present, they pay no premiums and are fully covered.

Campbell also indicated that there is a possibility that a soon-to-be-completed study may call for a reduction in premiums for both regular and optional insurance.

Review of Classification System Gets Underway

The Office of Personnel Management is conducting a complete review of the system used to clarify positions in the Federal Government.

The aim of the concentrated study which began in October, is to determine what is or is not working well, and what changes might be needed to improve the method for classifying jobs. This, in turn, establishes the level of compensation for individual employees and substantially affects their opportunities for advancement and promotion.

OPM Director Alan K. Campbell said: "This major review of the classification system is another step in our program to take a hard look at every facet of Federal management policies and procedures which affect the efficiency, effectiveness, and productivity of the Federal workforce. There are no preconceived changes, but the taxpayers and Federal employees are entitled to a fair and equitable system for classifying the myriad jobs in Government."

The five-month study will be guided by a working group of Federal department and eral Schedule Classification and Pay system (over 400 white-collar occupations), and the Federal Wage System (over 400 blue-collar occupations). Not included are the U.S. Postal Service, the Foreign Service, the Department of Medicine and Surgery at the Veterans Administration, and other kinds of workers covered under separate pay systems.

While the full scope of the review will be determined as the study progresses, it will include such major issues as:

—What is causing the present high level of frustration with the classification system by both managers and personnelists?

—Are present grade level definitions appropriate for the 1980's?

—What are the proper roles of managers and classifiers in the administration of the classification system?

—Should a rank (salary) in person or some other system be substituted in whole, or in part, for the present system which places rank in position?

—Should there be any changes in the numbers or grades, salary steps, rate ranges and

VRA's Increase

Federal agencies have reported a 19 percent increase in veterans readjustment appointments in the first half of fiscal year 1980. A total of 12,708 appointments were made during the six-month period from October 1979 through March 1980 versus 10,709 appointments in the last half of FY 79.

The Veterans Readjustment Appointment program provides improved employment opportunities for disadvantaged Vietnam-era veterans. It allows agencies to hire these veterans without competition on civil service examinations and, subsequently, to convert them to career appointments after two years of satisfactory employment and training.

Of the 12,708 appointments, 10 percent went to women and 38.9 percent to minorities. The veterans readjustment appointments (VRA's) accounted for seven percent of government new hires during the first half of FY 80.

Office of Personnel Management Director Alan K. Campbell said: "The increase clearly indicates that agencies are maintaining a sustained effort to provide job opportunities for Vietnam-era veterans as called for by President Carter. Moreover, in the previous six months, VRA employment had doubled following a Presidential memorandum to agencies indicating his concern that they use the special hiring authority."

Agencies also reported a major increase in the use of a special hiring authority for veterans who are 30 percent or more disabled. A total of 213 appointments were made during the first half of FY 80, com-

Self ID Used To Collect Ethnic Data

During the next several months Federal employees will get the opportunity to voluntarily identify themselves by ethnic group.

This information is safeguarded by Federal agencies under strict procedures issued by the Office of Personnel Management.

Agencies will collect and maintain the information for the Central Personnel Data File which provides the statistical basis for generating Congressionally-mandated reports on the status of minorities in the Federal civilian work force. These data are also needed to evaluate the effectiveness of equal employment opportunity programs.

The one-time effort complies with a Department of Commerce directive issued in May 1978, requiring all Federal agencies to collect and maintain ethnic data using a common set of race and national origin definitions.

In addition, the new system provides permanent procedures for collecting such data on new employees.

Following the directive, all agencies are converting from the old minority categories to the new, which are:

Black, not of Hispanic Origin
Hispanic
American Indian or Alaskan Native
Asian or Pacific Islander
White, not of Hispanic Origin
Not Hispanic in Puerto Rico

For the first time, under the new coding system, employees who have origins in the Indian subcontinent will be coded as "Asian or Pacific Islander."

Pay Increase For Wage Schedules

Federal blue collar workers can expect to receive two pay increases in Fiscal Year 1981. As of October 1, 1980 a "catch-up" pay raise became effective for wage employees covered by appropriated and nonappropriated fund wage schedules.

Under Public Law 96-369 the increase is limited to 75 percent of the difference between last year's 7 percent pay ceiling and the rates payable had there been no ceiling.

In addition, wage earners

Filing Dates Set For PACE

Applications for the Professional and Administrative Career Examination (PACE) will be accepted on a nationwide basis from January 19 to February 13, 1981.

Applications for this examination must be received by area offices of the Office of Personnel Management by February 13, 1981 or postmarked no later than that date. Applications received outside of that filing period will be returned unless the applicant is entitled to specific filing privileges under civil service laws.

Applicants who apply during the filing period will be tested between March 7 and May 2, 1981. Specific test dates

FEDERAL NEWS CLIP SHEET

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Number 215 **December 1980**

THE FEDERAL WORKFORCE

As of the end of September, there were a total of 2,876,252 civilian employees of the Federal government according to preliminary statistics released by the Office of Personnel Management. Of these, 39,710 were in the Legislative branch and 15,178 in the Judicial branch.

EXECUTIVE BRANCH

In the Executive Branch, only about 3,000 employees are in policy making and/or confidential positions available to the President to exercise his administration's management control of Federal policies and programs. These positions include:

- **Executive Levels I through V:** Heads of departments and agencies, under secretaries, assistant secretaries, and similar positions. Most are appointed by the President with the "advice and consent" of the Senate. The number and level in each department and agency is set by Congress through authorizing legislation. (Approximately 500).

- **Noncareer Senior Executive Service:** By law, up to 10 percent of the Senior Executive Service (approximately 8,500 positions at present) can be filled by department and agency heads with people of their choice. They may be placed in any of the top level management positions that are not career-reserved. (Approximately 800).

Merit Pay Underway At Eight Agencies

Some 2,000 managers and supervisors in eight agencies had their merit pay increases decided under merit pay plans effective in October 1980.

The agencies which inaugurated merit pay systems for designated GS-13s, 14s and 15s are: Civil Aeronautics Board, Commission on Civil Rights, Metric Board, Farm Credit Administration, Environmental Protection Agency, Office of Personnel Management, the Selective Service System, and the Small Business Administration.

Approximately 120,000 managers and supervisors in other Federal agencies must be under merit pay systems by October 1981.

OPM is working with the initial eight agencies to determine how well their merit pay programs worked the first year and to identify those aspects of a merit pay system that would be helpful to the other Federal agencies implementing merit pay in October 1981.

Just In Case It Happens Again

Since it could happen again, Federal employees should be aware of the basic decisions on closing down Government when Congress failed to authorize funding at the start of the fiscal year.

For the most part, departments and agencies are operating under a continuing resolution which authorizes spending through December

can review them.

Under the present system, the only material on plan benefits available to individuals are the plan brochures. These brochures contain complete and accurate information on each plan—but the information is complex. Many employees find it difficult to understand the technical information and to compare benefits of the various plans.

vides for employees and their families.

In addition, OPM has revised Standard Form 2802-A, "Retirement Benefits When You Leave Government Early."

Pamphlet 18 and Standard Form 2802-A are now available to agencies from the General Services Administration and are stocked in GSA supply depots and self-service stores.

Speeding-Up Retirement Claims

A backlog in Federal employee retirement claims has prompted the Office of Personnel Management (OPM) to take special actions to solve the problem.

A variety of reasons have caused the backlog, chief among them being the surge in retirements before the six percent cost of living increase in annuities in March.

OPM has detailed 30 former claims examiners to claims processing and has hired 150 new ones who have been or soon will be, trained and ready to pitch in.

In addition, agencies have been asked to speed-up the initial process of submitting complete and accurate employee records, since OPM receives a case only after an individual has retired and the employing agency has closed out the records.

OPM's first action after receiving a retirement claim is to place that individual in a special payment status. This stage, which usually takes 15 days or less, provides the retiree with 80 to 85 percent of the eventual annuity until the final settlement of the claim.

With the increase in the number of claims adjudicators, the special payment program, and help from each agency, the problem that retired Federal employees have been experiencing should lessen considerably.

Attitude Survey

The U.S. Office of Personnel Management has released the results of a Federal Employee Attitude Survey.

The report, *Federal Employee Attitudes, Phase 1: Baseline Survey 1979; Government-Wide Report* is now available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Cost is $3.50. The stock number is 006-000-01156-0.

The survey was completed by 14,000 Federal employees and deals with employee attitudes towards their job and workplace.

the VRA authority, the highest number since 1975 when 18,219 appointments were made.

The VRA authority provides improved employment opportunities for disadvantaged Vietnam-era veterans. It allows agencies to hire these veterans without competition or Civil Service examinations and subsequently to convert them to career appointments after two years of satisfactory employment and training.

Office of Personnel Management Director Alan K. Campbell called the increase "a gratifying response to President Carter's concern to help Vietnam-era veterans."

In a 1978 memorandum to the heads of departments and agencies, the President directed Campbell to contact each agency to work out specific plans to include goals and timetables for the implementation of the Veterans readjustment program.

"This effort," Campbell said, "brought a 111 percent increase in VRA hires during the second half of the year, 10,709 vs 5,076."

The VRA program was established by Executive Order in 1970. President Carter signed Public Law 95-520 in October 1978 which extended and liberalized the eligibility requirements for the program.

Of the total VRA hires in 1979, 1,551 or 10 percent were women, and 6,080 or 41 percent were minorities. A total of 136,000 veterans have been hired under the program since it began. Altogether, veterans comprise 45 percent of the Federal workforce.

The agencies leading the way in VRA hiring in 1979 were the Veterans Administration, and the Army, Navy and Air Force.

Alan K. Campbell said: "As I have stressed many times, and as this report confirms, it will be several years before the full effects of civil service reform will be realized. GAO notes that it remains too early to make definitive judgments, but I consider this report a valuable look at the first year. The GAO's suggestions and detailed examination of our efforts will contribute to the creation of a more responsive, courteous, and effective Government providing the American public full value for its tax dollars."

GAO is required by law to report annually to the President and the Congress significant OPM activities. The first report focused on what OPM is doing to carry out provisions of the Reform Act.

Census Pushes Fed Employment Over 3 million

The addition of 106,249 temporary Census enumerators pushed Federal civilian employment over 3 million for the first time in 10 years when the 1970 census did the same thing.

There were 3,001,194 Federal employees at the end of March, which includes full-time, part-time and temporary workers.

As a percentage of the U.S. population, Federal employment has been fairly constant for almost 31 years. Federal civilian employment in the Executive branch will account for 2.8 percent of the total employed civilian labor force in 1981, down from a high of 3.8 percent in 1968.

- Review agency program information
- Monitor performance of agency programs, including inspections
- Consult and advise the agency on the operation of the program

The Department of Labor and OSHA will act as watchdog, providing leadership and guidance to agency heads.

OSHA will consult with the Federal Advisory Council on Occupational Safety and Health (FACOSH) to set basic program elements. It will also conduct program reviews and for the first time have the right to make unannounced inspections of agencies where there is no joint committee.

Responsibilities given to the Department of Labor include issuing rules, providing technical services to agencies upon request, and evaluating agency programs on a regular basis.

The Office of Personnel Management will work with Labor and other Federal agencies to assist in implementing the requirements of the order.

STATISTICAL CORNER

Suggestions

Ideas submitted by employees and adopted either in whole or partially by management in Fiscal Year 1979:

Measurable Benefits ..... $147,721,814 Amount of Awards $3,888,190

Average Benefits $3,520

Average Award $123.10

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As of February 1980, there were 1,232,338 Federal civilian retirees and 427,000 survivor annuitants.

sufficient to sustain disabled retired employees.

Retirement System Costs: The costs of benefits being earned by current Federal employees is not fully funded because the present method of funding the retirement system does not give consideration to annuity cost-of-living adjustments. Ultimately, the Government must pay costs that employee contributions do not. Understatement of retirement costs may result in a tendency to adopt benefits which could jeopardize the affordability of the retirement system.

CS Retirement/Social Security Integration: What should the policy be with respect to proposals to integrate the Civil Service Retirement Fund with Social Security?

Employee-Tailored Benefits Packages: There has been experimentation in private industry with employee-tailored benefits packages. This concept permits individual employees to select, within a given dollar limit, a mix of pay, leave, insurance, health benefits, retirement benefits, and other compensation elements which best satisfies the employee's individual needs. Total cost to the employer remains essentially the same. What significant constraints and policy issues need to be considered in evaluating whether or not the employee-tailored benefits packages are appropriate to the Federal compensation system?

SIMPLIFICATION OF THE SYSTEM

Classification and Qualification: There is a need to improve and speed up the process for establishing classification and qualification standards. There is also a need to look, on a high priority basis, at options for developing an entirely new approach.

Career Employment: What should the competitive appointment system consist of? How many kinds of appointments are really needed, and what should be their relationship to each other in terms of interchangeability, benefits, etc. Is a longer or shorter probationary period appropriate for certain kinds of jobs? At what point should an employee acquire career tenure and what should it mean?

COMPETENCE OF THE WORKFORCE

Questions raised in this section deal with fitness-for-duty examinations, retraining of employees, the selection of supervisors and managers and their effectiveness, employee counseling, and mid-level development programs.

MERIT AND ENTITLEMENT

This section deals with problems of responding to the needs of the several minority groups, women and handicapped while accommodating the traditional principles of the merit system, e.g. open competition, selection based on qualifications for the work, advancement based on performance, equal pay for equal work.

Federal employees that is polite and considerate of others. Courtesy is defined as the practice, day in and day out, of good manners.

The basic statement reads: "It is the policy of the U.S. Government that good manners and courtesy will be required of all employees in all of their dealings with the public, members of Congress and employees of their own agency and of other agencies."

It further states that agency heads are responsible for making the policy known to all employees, for providing appropriate training, and for reviewing the conduct of employees for courtesy and good manners.

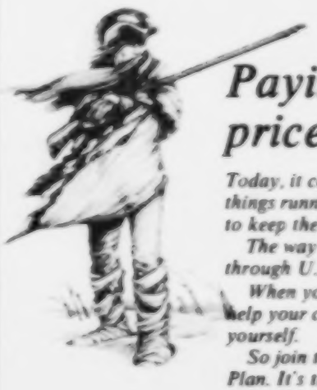
The policy makes clear that Federal employees should generally perform courteously even if treated discourteously by members of the public.

— pursue an active program of counseling by management at all levels.

Under the policy, Federal employees are responsible for their own good conduct, in their official capacity, including good manners, courtesy and civility to the public.

In addition, supervisors and managers are responsible for creating and maintaining a positive and productive work environment in which employees are held fully accountable for discourteous service to the public and inappropriate, unprofessional or irresponsible behavior.

In the OPM policy, Campbell urges the full cooperation of all Federal managers, supervisors and employees in an area that is crucial to the efficient and effective administration of Government.



Paying freedom's price.

Today, it costs more to keep things running. And it costs more to keep the freedom we won.

The way to pitch in now is through U.S. Savings Bonds.

When you buy Bonds, you help your country. And you help yourself.

So join the Payroll Savings Plan. It's time to take stock in America again.

of Personnel Management (OPM) on topics of interest to Federal employees.

In general, Federal workers may:

- register and vote as they choose in any election.
- express opinions as individuals, privately and publicly, on all political subjects and candidates as long as they don't take an active part in partisan political management or partisan political campaigns.
- wear political badges or buttons or display political stickers on private automobiles, subject to work-related limitations.

Federal workers may not:

- campaign for nomination or election to a national or state office.
- become partisan candidates for nomination or election to public office.
- serve as officers of a political party or candidate in a partisan election for public office or political party office.
- solicit, receive, collect, handle, disburse, or account for assessments, contributions, or other funds for a partisan political purpose or in connection with a partisan election.

STATISTICAL CORNER

In 1979, Federal employees contributed over $82 million to the Combined Federal Campaign (CFC).

The 1980 CFC drive begins right after Labor Day and runs for six weeks.

maries of all plans in this manner.

Comparison charts will be used by agencies to assist personnelists in counseling employees on the benefits of various plans. Charts will contain a summary of benefits provided by each plan for selected major benefits categories (e.g., surgery, outpatient care, dental care, etc.). Agencies will receive a limited number of comparison charts

recommends that agencies set aside adequate funds to provide for suggestion and other awards.

"The new regulations will better enable agencies to develop and use incentive awards programs to improve organizational productivity and services", says OPM director, Alan K. Campbell.

Agencies are now encouraged to award employees with up to 15 percent of their base

- authority to approve awards to be delegated to the lowest practical level, thus avoiding delays in granting recognition
- larger awards for adopted suggestions and employee special acts or services
- use of special honors, privileges, and developmental assignments to reward employees for outstanding performance.

nated under the Senior Executive Service (SES) as well as employees in Executive Pay Levels ($47,000 to $66,000) and those remaining in grades 16 through 18 under General Schedule (GS) and equivalent pay plans.

General findings were:

- Women gained about 20,000 jobs overall. This included 14,000 additional professional, adminstrative and tech-

with 31 percent of all GS-employed minorities at grades GS-9 and above.
- Minority employment increased at every level under the GS and equivalent pay systems, and in particular at grades GS 12-13 (by 11 percent). There was a 10 percent increase at grades 14-15.
- Minorities represented about six percent (512) of all executives in 1979.

Role of FLRA

INTRODUCTION

On January 1, 1979, three agencies came into being as a result of the President's reorganization of the civil service administrative structure. They were the Office of Personnel Management, the Merit Systems Protection Board, and the Federal Labor Relations Authority. All three have direct impact on Federal employees. The following article describes the role and functions of the FLRA.

Federal employees generally have the right to form, join or assist a labor organization, or to refrain from such activity, freely and without fear of penalty or repraisal. This encompasses the right to act as a representative of the labor organization and to present its views to employer-agencies and officials of the Executive Branch, the Congress, or other appropriate authorities. It also includes the right to engage in collective bargaining with employer-agencies regarding conditions of employment through representatives chosen by employees.

These basic rights are provided for and protected by law—the Federal Service Labor-Management Relations Statute, enacted in Title VII of the Civil Service Reform Act of 1978.

The Statute is administered by the Federal Labor Relations Authority (FLRA), an independent agency in the Executive Branch. It is composed of three Members and an autonomous General Counsel, all nominated by the President and subject to Senate confirmation. The Members of the Authority provide over-all leadership in establishing policies and guidance under the Statute and, in a "quasi-judicial" role, adjudicate certain types of labor-management disputes.

The independent General Counsel of FLRA investigates and prosecutes unfair labor practice charges, alleging violations of the Statute.

The Statute assigns certain, specialized functions to other organizations as well. They, too, have a role in administering its provisions. These organizations are:

— The Federal Service Impasses Panel, which is an entity within the FLRA. The Panel is composed of seven part-time Members also nominated by the President and subject to Senate confirmation. The Panel is responsible for resolving impasses in collective bargaining, and it employs an "arsenal of weapons" to obtain settlement—including the ultimate power to take whatever action is necessary (and not inconsistent with the Statute) to resolve an impasse.

— The Federal Mediation and Conciliation Service (FMCS), which is headed by a Director who is the nation's top mediator. Under the Statute, FMCS provides services and assistance to Federal agencies and labor organizations in the resolution of collective bargaining impasses.

— The Assistant Secretary of Labor for Labor-Management Relations, in the Department of Labor. The Assistant Secretary is responsible for enforcing the Statute's standards of conduct for labor organizations, including record-keeping of their financial and other reports. The standards of conduct ensure that labor organizations in the Federal service maintain democratic process and freedom from corruption.

The Federal Labor Relations Authority and the General Counsel of FLRA are headquartered in Washington, D.C., with Regional Offices in Atlanta, Boston, Chicago, Dallas, Kansas City, Los Angeles, New York and San Francisco. There is also a regional office in Washington, D.C.

The regional offices of FLRA receive and process unfair labor practice cases and representation cases. (Representation cases are those in which a labor organization is seeking to obtain recognition, usually for the purposes of exclusively representing employees and bargaining collectively, or where there is a desire to change or terminate existing recognition.) Regional office staff is available to provide advice and assistance on the manner in which to proceed in these cases.

In unfair labor practice cases, for example, the charge is filed with the FLRA regional office and is investigated by its staff. Following investigation of the charge, the Regional Director decides whether or not to issue a complaint, alleging violation of the Statute. (A dismissal of the charge by the Regional Director may be appealed to the General Counsel of FLRA in Washington.)

Where complaints are issued, they are prosecuted by attorneys in the regional office before the Authority's Administrative Law Judges and the recommended decisions of the Administrative Law Judges are reviewed by the three Members of the Authority. (It is the policy of the General Counsel and of the Authority to encourage voluntary settlement of unfair labor practice cases where it effectuates the policies of the Statute.)

Besides unfair labor practice cases and representation cases, which originate through the regional offices of FLRA, the Authority Members decide disputes as to the negotiability under the Statute of bargaining proposals, appeals from arbitrators' awards in grievances and certain other matters, all of which are filed directly with the Authority in its national office. The Statute also provides for review and enforcement by the courts of final orders or the Authority.

resolution passed by Congress in 1968 and honors Hispanics for the many contributions they have made in the United States.

In addition, this year marks the tenth anniversary of the Hispanic Employment Program, originally known as the President's Sixteen Point Program for the Spanish Speaking, developed in response to the Government's commitment to equal employment opportunity.

"By maintaining our commitment to equal employment, we can help insure a more equitable delivery of services to all our people without regard to race, color, religion, sex, national origin or economic status," says Office of Personnel Management director, Alan K. Campbell.

HOLIDAY CALENDAR

1981

- Jan. 1 Thursday
  New Year's Day
- Jan 20 Tuesday
  Inauguration Day*
- Feb. 16 Monday
  Washington's Birthday
- May 25 Monday
  Memorial Day
- July 4 Saturday
  Independence Day
- Sept. 7 Monday
  Labor Day
- Oct. 12 Monday
  Columbus Day
- Nov. 11 Wednesday
  Veterans Day
- Nov. 26 Thursday
  Thanksgiving Day
- Dec. 25 Friday
  Christmas Day

*Observed as a holiday by government workers in the Washington metropolitan area.

[illegible] will be followed by public hearings to permit dependents to voice their concerns. The final phase will be the development of standardized policies and the preparation of proposed regulatory and statutory changes for final consideration. The project began in April and will be completed toward the end of this year.

Pamphlet Tells How to Blow Your Whistle

The Office of the Special Counsel of the U.S. Merit Systems Protection Board has issued a new pamphlet on the role of the Special Counsel and how whistleblower complaints may be filed with the Office.

The 14-page booklet, "For Merit and Honesty in Government" details the prohibited personnel practices under the Civil Service Reform Act of 1978, including the whistleblower provisions, and outlines the Special Counsel's role in investigating allegations of prohibited personnel practices and violations of civil service laws, rules, and regulations. The pamphlet tells where and how to file complaints and includes a listing of the Office of Special Counsel's central and field offices.

The Special Counsel is charged with investigating allegations of certain statutorily prohibited personnel practices and prosecuting offenders before the Merit Systems Protection Board.

Copies of the pamphlet are available free of charge from the Public Information Office, Office of the Special Counsel, 1717 H Street, N.W. Washington, D.C. 20419.

ment service.

In addition to daily tasks that are part of social work with chronically ill patients and their family members, Mrs. Carrol Roy of Iowa City, Iowa, was cited for initiating programs to extend the mobility of kidney dialysis patients who are normally restricted from travelling far from available treatment. She was recognized for establishing a comprehensive "dialysis on vacation" program, and for coordinating a "mini-vacation" for patients.

Conceived by Rep. Barnes, the award seeks to reward Federal civilian and military personnel who demonstrate unusual ability to solve problems at all governmental levels, perform superior public service, or make extremely clear organizational or financial decisions.

Nominations for the award can be made to Rep. Barnes by officials from Federal agencies, other organizations, and the general public.

Use It or Lose It

Just a reminder—it's time to start scheduling any "use or lose" annual leave to avoid possible forfeiture at the end of the year. Generally, employees can carry a maximum of 240 hours of annual leave into a new year.

It's necessary however, that employees schedule this type of leave in writing before the beginning of the third pay period, prior to the end of the leave year to be considered for restoration if it cannot be used.

Scheduled leave, in excess of 240 hours, not used because of work requirements, illness, injury, and various other reasons may be restored under certain conditions.

North Carolina	41,577
North Dakota	8,315
Ohio	89,087
Oklahoma	45,463
Oregon	27,839
Pennsylvania	126,370
Rhode Island	9,004
South Carolina	31,348
South Dakota	9,796
Tennessee	69,872
Texas	148,295
Utah	34,545
Vermont	4,327
Virginia	144,191
Washington	60,942
West Virginia	15,805
Wisconsin	26,424
Wyoming	6,537

Handbook Explains Aid for Handicapped

A new handbook published by the Office of Personnel Management explains special services agencies can provide to aid handicapped employees.

Handbook of Reasonable Accommodation, the first in a series of booklets, contains definitions and examples of actions that can be taken to assist handicapped individuals. It also describes some factors to be used in determining whether there might be undue hardship if an accommodation is made.

Modifying examination methods, altering work schedules, job restructuring, providing readers, interpreters, and assistive devices, and making facilities more accessible to the handicapped are just some examples of what reasonable accommodation is all about.

Agencies can order the handbook from the Government Printing Office, Superintendent of Documents, stock number 1980-0-318-947.

Under the President's partial freeze on hiring in the Executive Branch Departments and agencies, a 5,846 decrease in full-time permanent employment subject to Office of Management and Budget employee ceilings occurred from April to May of this year.

On February 29, the effective date of the freeze, there were 1,887,471 such employees. Since agencies were allowed to fulfill bonafide commitments made before the freeze was announced on March 14, this portion of the work force showed a small net increase of 2,797 during March and April.

With the decrease of 5,846 employees in May, the hiring freeze had full impact with a net decrease since February of 3,049 for a total of 1,884,422 full-time non-Postal employees in permanent positions subject to ceiling.

The President's stated goal of this freeze is to reduce full-time permanent employment by 20,000 as of October 1, 1980. Under the freeze, agencies are permitted to hire one replacement for every two full-time permanent vacancies.

STATISTICAL CORNER

Federal civilian payrolls totaled $5,142,340,000 in May. Of this amount, $4,938,655,000 was paid in the United States.

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In FY 79 Federal employees spent a total of 33,334,637 hours in training.

now being printed, sample copies are not available at this time. However, this material will be available at agency employing offices by November 10, the date the open season begins.

The six plans which determine the Government contribution for an enrollment in the Program have increased their rates for 1981. They are: the Service Benefit Plan, Indemnity Benefit Plan, American Postal Workers Union Plan, National Association of Letter Carriers Health Benefit Plan, Kaiser of Northern California, Kaiser of Southern California.

The increases, which range from 10 to 22 percent depending on the plan, reflect the continued rise in the cost of medical care. Based on the increases of these six plans, the Government contribution for 1981 will increase by 16.8 percent over that for 1980.

The impact of all plan rate increases will be to increase the total premium payable by approximately $635 million, of which $260 million will be paid by enrollees and $375 million by the government.

For annuitants and non-Postal Federal employees, the Government contribution is 60

STATISTICAL CORNER

The 9.1 percent pay increase proposed by the President means a $2.9 billion increase in the Federal payroll. The average salary for white-collar workers would then reach $21,680.

dental coverage.

Other major benefit changes for certain plans include changes in mental and nervous benefits, catastrophic protection benefits, benefits for treatment of alcoholism, and benefits for prescription drugs. Fifty-eight of the 105 plans currently participating had no major benefits changes, although some had minor or clarifying changes.

The Office of Personnel Management (OPM) has approved sixteen new comprehensive plans for participation in the FEHB Program. In addition, the Postal Supervisors Health Benefits will now be open to non-postal Federal employees.

ral source to meet agency requests. The talent bank will be expanded as the contract progresses.

One of the provisions of the Civil Service Reform Act of 1978, sponsored by Congressman Robert Garcia (D.-N.Y.), directs Federal agencies to conduct special efforts aimed toward eliminating underrepresentation of minorities and women in the Federal workforce. FEORP is the broad program designed by OPM to carry out the provisions of the law.

Referring to the contract, Director Campbell said: "This collaborative effort is a concrete example of our determination to improve employment

merit promotion rests with individual Federal agencies. However, all agency promotion programs must meet five basic requirements established by OPM.

Merit principles require that promotions be made fairly, and that promotion practices support the agency's effort to select the best qualified persons.

OPM guidelines on qualifications and evaluation, selection, and career promotions and exceptions are briefly explained in the pamphlet.

Agencies can order Fed Facts 5 from the Superintendent of Documents, U.S. Government Printing Office, stock number 1980 0-320-231.

New General Schedule Pay Rates

The following is the Alternative Plan Adjustment for October 1980, for General Schedule employees, submitted to Congress by President Carter:

	Steps									
GS	1	2	3	4	5	6	7	8	9	10
1	7960	8225	8490	8755	9020	9069	9189	9444	9699	9954
2	8951	9069	9242	9531	9820	10109	10398	10687	10976	11265
3	9766	10092	10418	10744	11070	11396	11722	12048	12374	12700
4	10963	11328	11693	12058	12423	12788	13153	13518	13883	14248
5	12266	12675	13084	13493	13902	14311	14720	15129	15538	15947
6	13672	14128	14584	15040	15496	15952	16408	16864	17320	17776
7	15193	15699	16205	16711	17217	17723	18229	18735	19241	19747
8	16826	17387	17948	18509	19070	19631	20192	20753	21314	21875
9	18585	19205	19825	20445	21065	21685	22305	22925	23545	24165
10	20467	21149	21831	22513	23195	23877	24559	25241	25923	26605
11	22486	23236	23986	24736	25486	26236	26986	27736	28486	29236
12	26951	27849	28747	29645	30543	31441	32339	33237	34135	35033
13	32048	33116	34184	35252	36320	37388	38456	39524	40592	41660
14	37871	39133	40395	41657	42919	44181	45443	46705	47967	49229
15	44547	46032	47517	49002	50487*	51972*	53457*	54942*	56427*	57912*
16	49198	50838*	52478*	54118*	55758*	57398*	58500*	58500*	58500*	
17	53849*	55644*	57439*	58500*	58500*					
18	58500*									

*The rate of basic pay payable for employees at these rates is limited to the rate for level V of the Executive Schedule, $50,112.50.

$49,002 to $52,750. An individual can be awarded a Presidential Rank only once in five years Political or non-career appointees are not eligible for cash bonuses.

Representing 24 Federal departments and agencies, the 49 Distinguished Executives range in age from 34 to 64, averaging 51 years. There are approximately 8,500 positions in the SES. Up to one percent of the SES members can receive the Distinguished rank in one year. This year's "Distinguished" group makes up about .6 percent of the career SES. Up to five percent can get the Meritorious rank but only 3.06 percent were chosen for the first year.

Seminar Center Moves to Denver

The U.S. Office of Personnel Management (OPM) is shifting its Western Executive Seminar Center from Berkeley, California to Denver, Colorado. Doors at the new training facility for senior Government managers will open in October.

Arrangements have been made with the University of Colorado for close working relations with the University's Graduate School of Public Affairs and Graduate School of Business Administration.

The move from Berkeley, where the Center has been since it was established in 1966, was caused by OPM's inability to renew its lease for lodging and food service near the University of California Berkeley campus.

The Western Executive Seminar Center is one of three operated by OPM. The others are in Oak Ridge, Tennessee and Kings Point, New York.

Handicapped Employees Honored for Achievements

The Ten Outstanding Handicapped Federal Employees of 1980, selected from persons nominated by 32 Federal agencies around the country, were honored at an October 9th awards ceremony in the Nation's capital.

Sponsored by the Office of Personnel Management, the Outstanding Handicapped Federal Employee of the Year Award Program takes note of the versatility, value and wide range of Federal job duties being performed by persons with physical disabilities. The Presidential award ceremony has been held annually since 1968.

Dr. Edwin W. Martin, Assistant Secretary for Special Education and Rehabilitative Services, Department of Education, and Jule M. Sugarman, OPM's Deputy Director, were featured speakers at this year's ceremony at the Department of Commerce auditorium. Hedwig Oswald, OPM's Director of Selective Placement Programs, presided.

Following their remarks, Martin and Sugarman presented plaques to each winner: Joseph D. Schafer, Department of Air Force; Kenneth J. Moser, Department of Army; Wayne D. Goforth, Environmental Protection Agency; Wanda P. Eller, U.S. Government Printing Office; James C. Stearns, General Service Administration; Stephen E. Stone, Department of Interior; Susan P. Boaz, Department of Justice; Edward Sanders, Department of Navy; Raymond P. Reynolds, Department of Treasury; and Douglas Gower, Veterans Adminstration.

Their contributions to the Federal service include the skills of an aircraft engineer mechanic, personnel staffing specialist, copier operator, supervisory attorney, computer programmer, outdoor recreation planner, training specialist, packing plant laborer, national import specialist and vet benefits counselor.

Rules Changed For Veterans Preference

Veterans preference for certain high-ranking military officer retirees has come to an end.

Effective October 1, 1980, retired members of the armed forces (1) who are not disabled veterans and (2) who retired at or above the rank of major or lieutenant commander are no longer eligible for veterans preference in competitive examinations and appointments.

The change is contained in the Civil Service Reform Act of 1978.

However, disabled veterans and veterans who retired below the rank of major or lieutenant commander will continue to receive veterans preference.

The decision to discontinue veterans preference for high-ranking, non-disabled veterans is based on the grounds that they are fully equipped to compete for Federal jobs on an equal footing with the civilian population.

agency assistant secretaries, chaired by Howard Messner, Assistant Director of the Office of Management and Budget and Jule Sugarman, Deputy Director of OPM.

The task force will develop findings, options, and recommendations for submission to the Directors of OPM and OMB, who will make recommendations to the President for any changes in legislation, policies or work processes needed to improve the system. It is expected that these recommendations will be ready by next February.

Approximately 2.1 million positions in the Executive branch and in certain other agencies are subject to the Gen-

waiting periods between increases?

—Should there be authority to depart from established standards to meet special situations; e.g., shortages of qualified personnel, high priority programs, unusual quality of performance or geographic location?

—What relationships should exist between the classification system and (a) position management, (b) qualification requirements, and (c) performance standards?

—What can be done to speed up the development of standards used to classify positions?

—What systems should be utilized for evaluation and quality control?

pared with 137 in FY 79. This authority was included in the Civil Service Reform Act of 1978 and became effective in January 1979. A major reason for the growth in this hiring program was a revision made to the basic application form used in the Federal Government, which allows 30 percent disabled veterans to identify themselves and lets agencies know who they are.

The VRA program, established by Executive Order in 1970, was extended and liberalized by Public Law 95-520, signed by President Carter in October 1978. A total of 148,000 veterans have been hired under the program since it began.

Alternate Plan Adjustment for October 1980—9.11 Percent

The following is the Alternate Plan Adjustment for October 1980, for General Schedule employees, submitted to Congress by President Carter:

E.O. 12248

	Steps									
GS	1	2	3	4	5	6	7	8	9	10
1	7960	8225	8490	8755	9020	9175	9437	9699	9712	9954
2	8951	9163	9459	9712	9820	10109	10398	10687	10976	11265
3	9766	10092	10418	10744	11070	11396	11722	12048	12374	12700
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14	37871	39133	40395	41657	42919	44181	45443	46705	47967	49229
15	44547	46032	47517	49002	50487*	51972*	53457*	54942*	56427*	57912*
16	52247*	53989*	55731*	57473*	59215*	60957*	62699*	64441*	66183*	
17	61204*	63244*	65284*	67324*	69364*					
18	71734*									

*The rate of basic pay payable to employees at these rates is limited to $50112.50, The rate payable for Level V of the Executive Schedule.

will also get a regular annual pay increase based on approximately 140 local wage surveys conducted by primary blue collar employers in various geographic areas in the U.S.

Totaled, the two pay increases cannot exceed 9.1 percent, though some increases will be less than the maximum.

Blue collar workers will get the regular pay raise at their normally-scheduled times during FY 81.

Absentee Voting To Be Surveyed

More than 2,500 Federal civilian employees will be included in a survey with approximately 17,000 military personnel worldwide to determine any possible improvements in absentee voting procedures.

The Federal Voting Assistance Act of 1955 requires the Department of Defense, through the Federal Voting Assistance Program (FVAP) to collect data on absentee voting participation after each general election.

The survey will be used to determine the effectiveness of absentee voting procedures that enable more than three million persons to cast absentee votes.

In addition, information gathered from the survey will be used by the FVAP staff in preparing the 12th Biennial Report to the President and Congress outlining the status of the program.

Survey data will also aid in the formulating of federal and state legislative proposals that would make absentee voting easier and more responsive to the special needs of U.S. citizens overseas.

within that period will be established individually by OPM area offices.

The PACE offers the opportunity to compete for a variety of professional, administrative, and technical positions at the GS-5 and GS-7 levels.

The Federal Job Information Centers will provide details on applying.

OPM Director Leaves

Alan K. Campbell, Director of the Office of Personnel Management (OPM) and chief architect of civil service reform, left Government service December 1. He was chairman of the Civil Service Commission from May 1977 until OPM came into existence on January 1, 1979.

President Carter, in accepting Campbell's resignation, said: "I deeply appreciate the superb leadership you have provided the Federal Civil Service. Your work to design, enact and implement the first major reform of the civil service system in a century will be a lasting contribution to the improved effectiveness of the Federal government.

"I share your judgment that the country should take pride in its civil servants; and believe the initiatives you launched will help these dedicated, competent people to render even better service in the future."

Campbell was Dean of the LBJ School of Public Affairs, University of Texas, before coming to Government. He has accepted a position as Executive Vice President for Management and Public Affairs with the Philadelphia-based food service corporation, ARA Services, Inc.

• **Schedule C:** People in grades GS-15 and below who are in policy-determining positions and/or involve a close and confidential working relationship with the head of an agency or other key appointed officials. (Approximately 1700).

The 3,000 positions do not include ambassadors, U.S. Attorneys and Marshals, and intermittent advisors who have Presidential appointments with or without Senate consent.

OTHER POSITIONS

There are approximately 1.7 million employees in what is known as the career or competitive service. They range from GS-1 up through GS-18, and 90 percent of the membership of the Senior Executive Service. This includes both white and blue collar workers.

There are about 1.1 million positions in what is known as the excepted service. These jobs are excepted from competitive service by law, Executive order, or OPM actions.

Examples of positions excepted by statute are medical personnel in the Veterans Administration, Vietnam veterans serving under Veterans Readjustment Appointments, the U.S. Postal Service, Tennessee Valley Authority, Foreign Service of the State Department, the Federal Bureau of Investigation and Intelligence agencies.

Foreign nationals holding jobs overseas are excepted by Executive order.

In addition to Schedule C employees, positions excepted by OPM are included in Schedules A and B.

• **Schedule A:** Positions for which it is not practicable to hold any examinations and which are not of a confidential or policy-determining nature. Examples are teachers in dependent schools overseas or positions requiring foreign language fluency. Because OPM is forbidden by law to expend money to examine attorneys, they have also been placed in this schedule. There are about 100,000 Schedule A positions.

• **Schedule B:** Positions for which competitive examinations are impracticable, but the person must pass a noncompetitive examination (for example), student trainees in cooperative education programs). There are only about 16,000 jobs in this schedule.

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15. If, for any reason, the Congress fails to pass authorization bills, or another continuing resolution, the situation of October 1 will repeat itself.

Based on a determination by the Attorney General, the Anti-deficiency Act requires agencies in the event of lapsed appropriations to stop all operations other than those essential to protect life and property.

The decision was made that all employees should report to work on October 1 to begin the orderly shutdown of operations. Agencies were directed to identify and inform those who were to be furloughed which would have been effective the next day.

The Office of Management and Budget outlined activities agencies could continue. They included national security, medical care of patients, public health and safety, air traffic control and other transportation safety functions, and care of prisoners and law enforcement.

Also, each agency would have to keep enough people to complete the closedown of non-essential functions.

While it is not expected to happen again, it could, and the same procedures are likely to prevail. As they did on October 1, the national news media will be covering the story closely and will be the best means of getting the word.

STATISTICAL CORNER

Full-time permanent employment had dropped 23,775 as of August 1980, exceeding the President's partial freeze reduction goal of 20,000 by October 1.